










My Inbox Quick Reference

Business Rules

- My Inbox access is conditional upon the Provider Profile selected
- Use the **Cancel** button to close out of a window, **DO NOT** click the  to exit the page.
- When using the **Filter By** feature, the percent sign (%) acts as a wildcard. It can be used in conjunction with search criteria or by itself.

Action	My Inbox Hyperlink	Notes
My Inbox	<ol style="list-style-type: none">1. After you have logged into CHAMPS with your Single Sign On (SSO) user ID and password and selected any desired profile2. Click the My Inbox tab at the top of the page3. Click My Inbox hyperlink4. Optionally, select criteria in Filter By drop down Filter By: 5. Optionally, select criteria in Read Status drop down Read Status: 6. Click 	<ul style="list-style-type: none">• System displays CHAMPS generated messages
Action	Change Profile Hyperlink	Notes
Change Profile	<ol style="list-style-type: none">1. After you have logged into CHAMPS with your Single Sign On (SSO) user ID and password and selected any desired profile2. Click the My Inbox tab at the top of the page3. Click Change Profile hyperlink4. Select appropriate Domain from the Select a Domain drop down Select a Domain: 	<ul style="list-style-type: none">• Important: When choosing a Domain you note the NPI you are selecting, as you will only be able to submit or access information regarding that NPI number

	<p>5. Select appropriate Profile from the Profile drop down Select a Profile: <input type="text"/> *</p> <p>6. Click <input type="button" value="Go"/></p>	<ul style="list-style-type: none"> • Important: Profiles must be established to grant access to the subsystems within CHAMPS. Users may have multiple profiles if necessary. • The following is a list of the Profiles and definitions: <ul style="list-style-type: none"> • Domain Administrator – The individual to assign or remove domain and profile access for other CHAMPS users • CHAMPS Full Access- Full Fee for Service access to Provider Enrollment, Prior Authorization, Eligibility, and Claims Subsystems • CHAMPS Limited Access- View only access to Provider Enrollment and full Fee for Service access to Prior Authorization, Eligibility, and Claims Subsystems • Prior Authorization Access- Fee for Service access to Prior Authorization only • MCO Provider Access- Access to Managed Care Organization Provider Enrollment only • Eligibility Inquiry- Fee for Service access to Eligibility only • Provider Enrollment Access- Fee for Service full access to Provider Enrollment only • View Provider Enrollment- View only access to Provider Enrollment • Billing Agent Access- Access to Billing Agent Provider Enrollment and limited Claims access • Claims Access- Full Fee for Service access to Claims only
Action	Archived Documents Hyperlink	Notes
Archived Documents	<p>1. After you have logged into CHAMPS with your Single Sign On (SSO) user ID and password and select one of the following profiles: CHAMPS Full Access, CHAMPS Limited Access, Provider Enrollment Access, or View Provider Enrollment</p> <p>2. Click the My Inbox tab at the top of the page</p> <p>3. Click Archived Documents hyperlink</p> <p>4. Optionally, enter a Scanned From and To Date Scanned From Date <input type="text"/> To Date <input type="text"/></p> <p>5. Click <input type="button" value="Go"/></p>	<ul style="list-style-type: none"> • The system displays all Archived Documents

Action	HIPAA Hyperlink	Notes
HIPAA	<ol style="list-style-type: none"> After you have logged into CHAMPS with your Single Sign On (SSO) user ID and password and select one of the following profiles: CHAMPS Full Access, CHAMPS Limited Access, or Claims Access Click the My Inbox tab at the top of the page Click HIPAA hyperlink Optionally, click Upload File hyperlink <ol style="list-style-type: none"> Click  Enter the file name or click the Browse button to upload file Filename: <input type="text"/>  Click  Optionally, click Retrieve Acknowledgement/Response hyperlink <ol style="list-style-type: none"> Click File Name hyperlink to download the response file Click the Response File Name hyperlink to download the response summary 	<ul style="list-style-type: none"> Submitters must have selected Electronic Batch within the Mode of Claim Submission in the Provider Enrollment file Any valid ASC X12N 4010A1 transaction may be uploaded via the Web interface The System supports version 4010A1 of the X12 Implementation Guides and the MDCH companion guides The System will accept files with only one HIPAA transaction type (X12) at a time The size of each file is limited to 50 Mb. The file extension must be .dat The system displays all HIPAA Response/Acknowledgments The System will retain the files online for viewing for 1 year Submitters can view and retrieve only their own responses and/or acknowledgements